



EMPLOYER BULLETIN

Annual Report Reminder MIBD Form & Days Worked Report Instructions

July 2004

Overview

This bulletin contains information about

- filing the Employer's Annual Report of Earnings,
- distributing the enclosed Member Information and Beneficiary Designation (MIBD) form, and
- completing the enclosed Days Worked Report form.

If you have any questions about the MIBD form, please call our Counseling Services Department at (800) 877-7896. For questions about the Employer's Annual Report of Earnings or the Days Worked Report form, call our Employer Services Department at (888) 877-0890.

Employer's Annual Report of Earnings

Filing deadline

August 15, 2004, is the filing deadline for the 2003-2004 annual report for the 2003-2004 school year. A \$250-per-day, late-filing penalty will be assessed for each day past the August 15 deadline that the report is not on file with us. However, August 15 falls on a Sunday this year. Annual reports postmarked August 16 will be deemed received by the filing date.

We use the postmark date as the date of receipt. Any postmark made by any entity other than the U.S. Post Office, such as a private mailing machine, must show a date on or before August 16, 2004, **and** must be received in our Springfield office no later than four working days after August 16. To ensure that your report reaches us on time, check to make sure your envelope is properly addressed and contains sufficient postage.

Automated Reporting System

You must file the annual report via the Automated Reporting System (ARS) if you have 50 or more contributing members. You received a CD containing the ARS software and an instruction booklet with your annual report packet in early June. You can obtain the software from this CD and install it using the steps in the booklet. The ARS instruction booklet is also available on our Web site listed under "Employer Publications."

Incomplete reports

We are unable to accept reports without all the required information. Reports submitted to us with incomplete information will be returned, will be subject to the late-filing penalty described above, and will be deemed "not received" until properly completed and returned to us.

Member Information and Beneficiary Designation (MIBD) form

The Member Information and Beneficiary Designation (MIBD) form provides us with valuable demographic information, and is used to initiate a new member's account, and to establish or change a member's beneficiary designation in the event of his or her death.

When a new teacher is hired who has never participated in TRS, please be sure the teacher completes a MIBD form. If you hire a teacher who already has service on record with TRS, it is not necessary to have them fill out another MIBD form. Once membership has been established with TRS, a new MIBD form is only necessary if the teacher wants to change the beneficiary designation.

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Please note that teachers do not indicate the names of the school districts in which they are employed on the MIBD form. Consequently, please ask your new substitute teachers if they have prior TRS service or recently completed a MIBD form provided by another school district before you ask them to complete a MIBD form.

It is preferable for a teacher to complete a Change of Address form, which can be printed from our Web site, instead of a MIBD form for a change in address. If the teacher chooses to use the MIBD form for an address change, the form must be completed fully, even if the beneficiary designation is the same.

The MIBD form can be used to notify TRS of a change in a teacher's name. The MIBD form should be completed fully, even if it is just a name change. TRS can also take an active teacher's name change in writing from the teacher.

It is important that the teacher or district mail the MIBD form as soon as the teacher completes it to ensure that the mailing address and beneficiary designation for the member is current on our system. **Please do not hold the form until the fall.**

If the teacher has filled out the MIBD form and wants you to mail it, please check that it has been completed, signed, and dated. Then mail the original form to us at:

Teachers' Retirement System
2815 West Washington
P.O. Box 19253
Springfield, Illinois 62794-9253

Please do not duplicate MIBD forms. If you need additional forms, please contact the Employer Services Department at (888) 877-0890.

Days Worked Report

Accuracy in reporting the number of days is critical because this number is used to determine the amount of TRS service credit each member receives for the school year.

Service credit is granted for each day or partial day worked, Monday through Friday, during the school year in a position requiring teacher certification.

Many school districts have developed their own system to record and accumulate the number of days the member was paid for during the school year. School districts who do not have an automated days tracking system in place may find the enclosed 2004-2005 Days Worked Report form useful for recording the date of each different day worked throughout the year for part-time contractual, part-time noncontractual (hourly), or substitute teachers.

Please make as many copies of the form as you need. Copies can be downloaded from our Web site, www.trs.state.il.us, or call our Employer Services Department at (888) 877-0890 for additional forms.